CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: <u>PW640</u>					
Classification Specification: <u>ENGINEER IV/SUPERVISOR</u>					
Salary Range: NR 48 - Management Benefit Level C					
Position Description: Engineer IV/Supervisor					
Incumbent:					
Location: Public Works - Engineering/Environmental Section					

GENERAL PURPOSE:

Under the direction of the Environmental Engineering Manager, supervise the Environmental Engineering staff in the specialized engineering area of environmental management.

Work is characterized by supervisory and administrative functions in the performance of advanced-level, professional engineering duties in the area of environmental management. Duties include, but are not limited to, supervising and reviewing the city's stormwater standards and models; designing and overseeing environmental engineering projects; investigating and resolving environmental related problems; serving as liaison with consultants who perform hydraulic or hydrologic studies or project design; and providing technical expertise in the area of stormwater and environmental management; overseeing and reviewing the design and/or preparing project plans specifications, and cost estimates; ensuring project designs and construction are in compliance with legal parameters; performing supervisory responsibilities in accordance with the City's policies, procedures, and applicable laws; and effectively communicating with the public, contractors, developers, City personnel, and other agencies.

Work is performed under limited supervision. The manager sets the overall objectives and resources available. The incumbent and the manager work together to develop deadlines and work to be completed. The incumbent is responsible for the work, plans and carries out the assignment, resolves most conflicts that arise, coordinates work of with others, and interprets policies on own initiative in terms of established objectives. The incumbent keeps the manager informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, or effectiveness of results.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Oversee and review scopes of work, requests for proposals (RFPs), consultant selections, contracts, work products, budgets, and schedules; provide technical assistance to contractors; and approve final work product for a wide range of environmental projects including, but not limited to, hydrologic/hydraulic,

geotechnical engineering, and flood hazard reduction studies and designs.

Perform supervisory responsibilities in accordance with the City's policies, procedures, and applicable laws. Responsibilities include, but are not limited to, assisting in interviews; making recommendations to hire and train employees; planning, assigning, directing, and evaluating work in progress and completed work; authorizing leave and hours worked; appraising subordinate work performance; recommending promotion and disciplinary actions; addressing complaints; and resolving miscellaneous personnel issues.

Review detailed and complex engineering studies, designs, and field inspections of hydraulic and hydrology work and corrective stormwater management systems.

Investigate environmental and stormwater complaints, provide analysis, and recommend solutions to the manager.

Review the development, updating, and maintenance of the City's stormwater modeling program including evaluating software, completing model runs, and ensuring data integrity.

Oversee the downloading and processing of storm water data; maintain field equipment and interfacing with the U.S. Geologic Survey, consultants, and King County representatives.

Oversee the design, development, and maintenance of a network of stream staff gages, including attracting, training, and coordinating volunteers to monitor and read the gages and provide educational outreach.

Plan projects and programs including, but not limited to, stormwater gauging, basin erosion sediment control, and stream temperature monitoring; and coordinate with other Public Works Sections.

Review the design and preparation of construction documents and environmental engineering projects dealing with environmental and stormwater management as well as sensitive area restoration including permitting and coordinating with consultants, contractors, and other Public Works Sections.

Review project plans and specifications, project requirements, physical location, and other pertinent data, and engineer's estimate of cost; assure that project designs are in compliance with a variety of federal, state, and city laws, codes, ordinances, and regulations governing construction projects.

Review and comment on development proposals relating to surface water and environmentally sensitive areas including floodplains, floodways, and steep slopes.

Participate in interdepartmental development review forum which includes, Planning, Public Works, and Fire.

Review and apply for grants relating to property acquisition or environmental

restoration projects. Work with various agencies and technical staff to complete grant applications in order to prepare cost estimates and exhibits.

Prepare annual work plans by reviewing staffing and scheduling requirements. Prepare appropriate figures and charts for presentation to City Council and Committees.

Provide direction and technical expertise for various federal, state, regional, and local environmental restoration, maintenance, and regulatory programs relating to their function in the City of Kent.

Provide support for citywide compliance with the requirements of the Endangered Species Act.

Provide training, direction, and technical expertise to Environmental Engineering, the Planning Department, and other Public Works Department staff.

Participate in regional environmental and stormwater management groups in order to remain current on relevant issues and to provide technical input to groups who may influence the City of Kent actions.

Prepare reports, memorandums, and presentation materials for the City Council and Council Committees.

Actively support and promote the vision, mission, values, and behavior statements of the department and the City.

PERIPHERAL DUTIES:

Perform related duties as assigned.

Act as the Environmental Engineering Manager in the manager's absence as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Hydrology, hydraulics, stream flow, and precipitation measurements
- Calibration and cleaning methods for probes and other measuring instruments
- Computer stormwater software models including the King County Run Time Series (KCRTS); and the process of updating and maintaining data files
- Applicable stormwater, geological hazard, and flood hazard regulations, ordinances, codes, construction standards, policies, and procedures
- Design Engineering and Construction of Public Works projects
- Preparation of construction drawings and specifications
- Washington State Department of Ecology Stormwater Management Manual for Western Washington, City of Kent Construction Standards, Washington State Department of Transportation Hydraulics and Runoff manuals, and the City of Kent and King County Surface Water Design Manual
- Advanced mathematics including calculus, trigonometry, geometry, algebra, and quantitative methods

- Sampling techniques and laboratory analyses
- Principles, practices, methods, and standards of Civil Engineering
- Municipal government policies, procedures, and structure; and applicable local, state, and federal laws, codes, regulations, and ordinances
- Modern office practices, procedures, and equipment including personal computers and software such as Word, Excel, Power Point, Access, Permit tracking software, and GIS
- Engineering research, analysis, and problem solving methods
- Correct use of English grammar, spelling, punctuation, and vocabulary
- Effective oral and written communication skills

SKILLED IN:

- Designing Public Works projects in accordance with budget limitations and established safety standards
- Designing water mains, storm and sanitary sewers, streets and sidewalks, and other projects
- Preparing sensitive area restoration projects
- Making extensive mathematical computations accurately
- Performing stormwater design, controls, monitoring, and enhancement
- Demonstrating interpersonal skills in a tactful, patient, and courteous manner
- Preparing and delivering oral presentations
- Preparing business letters
- Analyzing, preparing, and reviewing technical engineering plans, drawings, specifications, and estimates
- Maintaining records and preparing reports

ABILITY TO:

- Analyze, prepare, and review technical engineering plans, drawings, specifications, and estimates for stormwater related projects
- Prepare clear and concise project plans and bid specifications
- Establish and maintain effective working relationships with the public, contractors, developers, engineers, and others
- Coordinate engineering projects and resolve conflicts with other agencies and organizations
- Review, interpret, and understand complex designs and engineering plans
- Communicate effectively both orally and in writing
- Analyze situations accurately and adopt an effective course of action
- Read, interpret, apply, and explain codes, rules, regulations, policies, and procedures
- Work independently with little direction
- Train and provide work direction to others
- Read, analyze, interpret, and explain technical procedures and governmental regulations
- Effectively present information and respond to questions from groups of managers, contractors, developers, engineers, and the general public
- Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables
- Plan and organize work to meet schedules and timelines
- Compose, proofread, and edit correspondence, project specifications, technical journals, engineering rules, and regulations

Position Description: Engineer IV/Supervisor Page 5 of 6

EDUCATION AND EXPERIENCE REQUIRED:

Education: Bachelor's degree in Civil Engineering; and

Experience: Eight (8) years of Civil or Environmental Engineering experience.

Or: In place of the above requirements, the incumbent may possess any

combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the

essential duties and responsibilities of the job.

LICENSES AND OTHER REQUIREMENTS:

Professional Engineering License

- Prefer Master's degree in Civil Engineering, Hydrology, or Water Resource
- Management
- Valid Washington State driver's license, or the ability to obtain within thirty (30) days of employment
- Must successfully pass the City's pre-employment driver's records check;
- successfully complete the City's Defensive Driving Course; and maintain an excellent driving record

MACHINES, TOOLS, AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, personal computer, telephone, fax and copy machine, calculator, projector, digital camera, and dictaphone.

The incumbent may also operate a City vehicle.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use arms, hands, and fingers to reach, handle, feel, or operate objects, materials, tools, equipment, or controls; frequently required to sit, stand, walk, hear, and talk normally with or without mechanical assistance; and occasionally required to lift in excess of 30 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

The incumbent is required to work primarily in an office setting. The incumbent may be exposed to individuals who are irate or hostile. The noise level in the work environment is usually moderately quiet. The incumbent is subject to driving to various locations within the community to inspect or review public improvement project sites. Noise level at construction sites may be from moderate to loud.

Position Description: Engineer IV/Supervisor				Page 6 of 6	
SIGNATUR	RES:				
Incumbent	t's Signature	Date	Supervisor's Signature	Date	
Approval:					
Departmer	nt Director/Designee	Date	Employee Services Director/De	signee Date	
** Note:	This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.				

Revised: 10/02/02; 3/4/08